

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 77
MAY 16, 2012 – WORK SESSIONS**

**Public Works
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, May 16, 2012, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair **Staff:** Pam Dill
 Kelly Emerson, Member - Excused
 Angie Homola, Member

Staff Present: Bill Oakes, Director, Steve Marx, Devin Joslin, Jack Taylor

Others Present: Elaine Marlow, Budget Director

Record @ 00:10

Public Works

Subject/Description: Public Works Signature Authority

Attachment: Signature Authority Schedule

Action Requested: Approval of the Island County Public Works Department Purchases and Contracts Authority Schedule.

Change Note #2: Public Works Director/County Engineer is authorized to exceed the initial total price of any contract or authorized purchase by ~~20%~~ 10% or \$200,000, by providing written notification to supplier or contractor to proceed with additional work/services.

Follow Up: Okay to move forward to Monday for Board signature.

Subject/Description: Town of Coupeville Facilities Service Agreement

Attachment: Addendum No. 2 – Interlocal Agreement #C-02-01

Action Requested: Addendum No. 2 Interlocal Agreement #C-01-01; Island County's share of Coupeville's (TOC) Police and Fire Protection Services for the five year cycle of 2012-2017 at the rate of \$9,687.66 per annum.

Follow Up: Okay with Board to move forward to Monday meeting.

Roads

Subject/Description: Discuss Bid Award for 2012 Concrete & Liquid Asphalt Supplies

Attachment: Recommendation, Bid Comparison and proposals

Action Requested: Bid Award – 2012 Liquid Asphalt Materials; Camano and Whidbey Shops; Award to McAsphalt Industries, Ltd.; Bid Award – 2012 Concrete Asphalt Materials; Camano Shop – Award to Cemex Construction; Whidbey Shops – Award to Krieg Construction; Secondary for All Shops – Award to Lakeside Industries/Burlington

Follow Up: Okay with Board to move forward to a Monday meeting.

Subject/Description: Discuss Bid Award for 2012 Culvert Supplies

Attachment: Recommendation, Bid Comparison and proposals

Action Requested: Bid Award – 2012 Culvert Supplies; Camano, Coupeville & Oak Harbor Road Shops – Award to Pacific Corrugated Pipe; for Surface Water Division – Award to H.B. Jaeger Co., LLC. Amount: \$37,458.02 (incl. WSST)

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Follow Up: Okay with Board to move forward to a Monday meeting.

Subject/Description: Discuss Project Award for Road Shops Fuel Dispenser Upgrade

Attachment: Bid Comparison and Purchase Order

Action Requested: Purchase Order No. 9565 – ESE Corporation; Replacement of gasoline & diesel fuel dispensers at Camano, Coupeville, Bayview and Oak Harbor Road Shops; \$115,470.18 (incl. WSST)

Follow Up: Okay with Board to move forward to a Monday meeting.

Subject/Description: Supplemental Agreement No. 1: East Camano Dr/Monticello/Elger Bay Road Intersection Improvements Agreement; Consultant Agreement No. PW-1120111

Attachment: Memo & supplemental Agreement No. 1

Action Requested: Supplemental Agreement No. 1 – Reichardt & Ebe, Inc.; East Camano Drive/Monticello Drive/Elger Bay Road Intersection Improvements; Change Completion Date to June 29, 2012.

Follow Up: Okay with Board to move forward to a Monday meeting.

Subject/Description: Discuss Speed Study Recommendation – Coles Road

Attachment: Memorandum, Photos and Maps

Action Requested: Traffic Engineer's recommendation is to reduce the speed limit from 50 mph to 40 mph from Brooks Hill Road to a point 600 feet north of Strider Road.

Follow Up: Okay with Board to move forward to set a public hearing.

Subject/Description: Discuss Speed Study Recommendation – Polnell Road

Attachment: Memorandum, Photos and Maps

Action Requested: Traffic Engineer's recommendation is to keep the speed limit as it is currently posted at 50 mph.

Follow Up: Tabled.

Subject/Description: Discuss Speed Study Recommendation – Lowell Point Road

Attachment: Memorandum, Photos and Maps

Action Requested: Traffic Engineer's recommendation is to reduce the speed limit from 50 mph to 40 mph for the entire length of the road.

Follow Up: Okay with Board to move forward to set a public hearing.

Subject/Description: Discuss Speed Study Recommendation – West Camano Drive

Attachment: Memorandum, Photos and Maps

Action Requested: Traffic Engineer's recommendation is to keep the speed limit as it is currently posted at 50 mph.

Follow Up: Tabled.

Subject/Description: Discuss Parking Restriction Recommendation – Harbor Avenue

Attachment: Memorandum, Photos and Maps

Action Requested: Traffic Engineer's recommendation is to restrict parking to a two hour limit in the ten marked parallel parking spaces on the east side of Harbor Avenue south of Main Street.

Follow Up: Okay with Board to move forward to set a public hearing.

Subject/Description: Local Agency Agreement Supplement – County Road Safety Program

Attachment: Memo & Draft Supplemental Agreement

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Action Requested: County Road Safety Project – obligates construction funds for contract installation of profiled plastic lines and purchase of materials for blinking Stop and Stop Ahead signs, blinking horizontal turn warning signs, and replacement regulatory and warning signs, including installation and project oversight using agency forces, as previously approved by Highways & Local Programs; Supplemental Amount: \$884,500.00.

Follow Up: Okay with Board to move forward to a Monday meeting.

Surface Water

Subject/Description: Supplemental Agreement No. 2: On-Call Environmental Services Agreement No. PW-062052

Attachment: Memo & Supplemental Agreement No. 2

Action Requested: Supplemental Agreement No. 2 – Otak, Inc.; On-Call Environmental Services; Completion Date changed to June 1, 2015

Follow Up: Okay with Board to move forward to a Monday meeting.

Parks

Subject/Description: Barnum Point Acquisition – Phase 1, RCO #10-1438A; Amendment No. 1

Attachment: Letter from WA State Dept of Natural Resources, Amendment No. 1, Description, Scope Activities, and Invoice Voucher

Action Requested: Amendment No. 1 – Washington State Recreation & Conservation Office; Agreement No. RCO 10-1438A; Barnum Point Acquisition; Reduction in grant matching funds by \$100,000.

Follow Up: Okay with Board to move forward to a Monday meeting.

Subject/Description: Barnum Point Public Access Development: Project No. 12-1404; Aquatic Lands Enhancement Account Authorizing Resolution – Development Type Projects
Attachment: Resolution

Action Requested: Approve Resolution Authorizing the Public Works Director to submit formal applications to the Washington State Recreation & Conservation Office (RCO) for Grant Funding Assistance for the Barnum Point Public Access Development Project No. 12-1404

Follow Up: Okay with Board to move resolution forward to a Monday meeting.

Subject/Description: Barnum Point Park Development: Project No. 12-405; Washington Wildlife & Recreation Program Authorizing Resolution – Development Type Projects

Attachment: Resolution

Action Requested: Approval of resolution authorizing the Public Works Director to submit formal applications to the Washington State Recreation & Conservation Office (RCO) for Grant Funding Assistance for the Barnum Park Development Project No. 12-1405

Follow Up: Okay with Board to move resolution forward to a Monday meeting.

Subject/Description: Interlocal Agreement – Amendment No. 1 – North Whidbey Parks & Recreation District & Island County

Attachment: Amendment No. 1 & Interlocal Park Agreement

Action Requested: Non-Renewal/Termination Letter between Island County & North Whidbey Parks & Recreation District – Interlocal Park Agreement termination notification; effective September 16, 2012.

Follow Up: Okay to move forward to Monday for Board signature.

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Subject/Description: Interlocal Agreement – Amendment No. 1 – City of Oak Harbor & Island County

Attachment: Amendment No. 1 & Interlocal Park Agreement

Action Requested: Non-Renewal/Termination Letter between Island County & City of Oak Harbor – Interlocal Park Agreement termination notification; effective August 19, 2012.

Follow Up: Okay to move forward to Monday for Board signature.

Add-on

Subject/Description: Fire, Sinking and Oil Spill from the 128-foot long Fishing Vessel *Deep Sea*

Attachment: none

Information: Bill updated the Board on the fire, sinking and oil spill from the 128-foot long fishing vessel *Deep Sea* located at Penn Cove.

**Human Resources
Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, May 16, 2012 at 10:30 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair **Staff:** Pam Dill
 Kelly Emerson, Member - excused
 Angie Homola, Member

Staff Present: Melanie Bacon, Human Resource Director

Others Present: Elaine Marlow, Budget Director, Bob Pederson

Record @ 01:32

Subject/Description: Job Requisitions

Attachment: yes

Action Requested:

Planning

Upgrade of open Critical Areas Planner position (C-12) to Senior Planner-Critical Areas (C-13)
Commissioner Homola moved to approve Job Requisition # 097/11. The motion was seconded by Commissioner Price Johnson and carried unanimously.

Associate or Assistant Planner C-10/C-11 replacement position
Commissioner Homola moved to approve Job Requisition #096/11. The motion was seconded by Commissioner Price Johnson and carried unanimously.

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Human Services

Reclassification of Contract Support Coordinator (C-9) to Housing Coordinator (C-10) due to change in scope of work - (Department Head is recommending C-11 classification; Human Resources is recommending C-10 classification with further discussion possible as part of the 2013 Budget meetings.

Commissioner Homola moved to approved Job Requisition #026/12 to reclassify from a C-9 to a C-11. The motion was seconded by Commissioner Price Johnson and carried unanimously.

Subject/Description: Wellness Committee Cook-off May 31

Attachment: none

Action Requested: Authorization from the Board to use Wellness funds to reimburse winners of departmental cook-off up to \$25.00 each for the expense of providing food samples for the “peoples’ choice” votes (the Wellness Committee expects up to 100 people coming in to sample food).

Follow up: Okay with Board.

**Planning & Community Development
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, May 16, 2012 at 10:45 a.m., in the Island County Annex Building, Commissioners’ Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Kelly Emerson, Member
Angie Homola, Member

Staff: Pam Dill

Staff Present: Bob Pederson, Director, Paula Bradshaw, Karen Stewart

Others Present: Elaine Marlow, Budget Director

Record @ 01:46:55

Subject/Description: WSR 083/12

Attachment: yes

Action Requested: The applicant, Nordic Lodge Building Association, is requesting a new water system be created within the boundaries of the Town of Coupeville’s Future Water Service Area so the applicant can provide their single parcel with water service.

Follow up: Okay with Board to move forward for public hearing on June 25, 2012 @ 2:15 p.m.

Subject/Description: Online Permit Center

Attachment: none

Information: Presentation and discussion related to the public portal for the Paladin Interlocking Permit Tracking Program.

Add-On

Subject/Description: Grant Agreement

Attachment: none

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Action Requested: Approval of grant agreement with Northwest Straits Marine Conservation Foundation for Planning & Community Development to attend a one-day workshop in September 2012 with a field component led by the WA Department of Ecology's Coastal Training Program. The overall goal of the project is to reduce the negative ecosystem impacts on increased shoreline hardening in the MSA through education of different options; Amount: \$2000.00.

Follow up: Okay with Board to move forward to Monday's agenda.

**Monthly Financial Reports
From Auditor & Treasurer
Summary Minutes**

Work Session was held between the County Commissioners and the Auditor/Treasurer on Wednesday, May 16, 2012, at 1:05 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair **Staff:** Pam Dill
 Kelly Emerson, Member - Excused
 Angie Homola, Member

Present: Anne LaCour, Tony Lam

Others Present: Elaine Marlow, Budget Director

Record @ 02:25:01

Subject: Monthly Financial Report

Attachment: [MONTHLY FINANCIAL REPORTS BY AUDITOR AND TREASURER](#)

Commissioners Agenda
Summary Minutes

The County Commissioners met during Work Session on Wednesday, May 16, 2012 at 1:30 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

County Commissioners: Helen Price Johnson, Chair **Staff:** Pam Dill
 Kelly Emerson, Member - Excused
 Angie Homola, Member

Others Present: Elaine Marlow, Budget Director

Record @02:44

Subject/Description: Sustainable Whidbey Coalition (SWC) membership dues

Attachments: yes

Action Requested: Approve membership dues in the amount of \$1000.00 from the Commissioner's contingency fund.

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Commissioner Homola moved to approve annual membership dues to the Sustainable Whidbey Coalition in the amount of \$1000.00. The motion was seconded by Commissioner Price Johnson and carried unanimously.

**Budget Director/GSA/IT
Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, May 16, 2012, at 1:35 p. m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair **Staff:** Pam Dill
 Kelly Emerson, Member – Excused
 Angie Homola, Member

Staff Present: Elaine Marlow, Budget Director

Record @ 02:52:05

Public Defense

Subject/Description: Public Defense Contractor

Attachments: Memorandum dated 5/3/12 from Don Mason

Information: Elaine Marlow briefed the Board on the Public Defense Contractor Caseload for 2011 and YTD 2012 (January – April).

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Helen Price Johnson, Chair

Kelly Emerson, Member

Angie Homola, Member

ATTEST:

Elaine Marlow, Clerk of the Board